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ABSTRACT

Intended for the secondary school or college teacher beginning a course in technical writing, this bibliographic guide lists selected sources that provide an introduction to the field. The guide is divided into the following five sections: (1) "Bibliographic Sources," which directs the reader to other useful bibliographies; (2) "Theory and Philosophy," which lists sources that attempt to define the discipline; (3) "Guides to Teaching Technical Writing," which includes citations that explore methods, assignments, and course organization; (4) "Texts," which lists some of the standard textbooks in the field, particularly those recently published or reissued; and (5) "Journals and Useful Addresses," which lists the organizations and journals that are valuable to the technical writing teacher. (HOD)

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A Beginner's Guide to Teaching Technical Writing: An Annotated Bibliography

Technical writing is a rapidly growing field. As technical education expands, the need for instruction in written technical communication expands with it. English teachers are often asked to provide that instruction.

This guide is intended for the secondary school or college teacher beginning a course in technical writing. It is designed to offer an introduction to the field by guiding the teacher to selected sources that should prove helpful. The bibliography has been compiled by an experienced teacher of technical writing and an English teacher with no experience in the field. We hope that this combination provides the right measure of advice and inquiry.

The guide is divided into five sections. "Bibliographic Sources" directs the reader to other useful bibliographies. "Theory and Philosophy" lists sources that attempt to define the discipline. "Guides to Teaching Technical Writing" is more pragmatic, including citations which explore methods, assignments, and course organization. "Texts" lists some of the standard textbooks in the field, particularly those recently published or reissued. "Journals and Useful Addresses" lists the organizations and journals which are most valuable to the technical writing teacher.

1. Bibliographic Sources

Serial bibliographies done for The Association of Teachers of Technical Writing (listed in reverse chronological order):

Book, Virginia, et al. "1982 ATTW Annual Bibliography." The Technical Writing Teacher, 11, No. 1 (1983), 57-78.
A wide-ranging bibliography of articles and books published in 1982. Entries are grouped under four main headings (Bibliographies, Books, Reviews, Articles and Technical Reports). The section on articles and reports

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is by far the largest, breaking down under eleven subheadings. No annotations in this or any of the ATTW bibliographies.

Book, Virginia, et al. "1981 Bibliography of Technical Writing." The Technical Writing Teacher, 10, No. 1 (1982), 54-74.
Bibliograpy of articles and books published in 1981. Entries listed under fifteen headings (e.g. Technical Writing and Computers, Theory and Philosophy, Pedagogy).

Book, Virginia, et al. "Supplement to the 1980 Bibliography of Technical Writing." The Technical Writing Teacher, 9, No. 3 (1982), 196-202.
Supplement to the 1980 bibliography. Entries listed under eight headings.

Book, Virginia, et al. "1980 Bibliography of Technical Writing." The Technical Writing Teacher, 9, No. 1 (1981), 35-47.
Bibliography of articles and books published in 1980. Entries listed under twelve headings.

Bankston, Dorothy, et al. "1977 Bibliography of Technical Writing." The Technical Writing Teacher, 6, No. 1 (1978), 24-29.
Bibliography of articles and books published in 1977.

Book, Virginia, et al. "1976 Bibliography of Technical Writing." The Technical Writing Teacher, 5, No. 1 (1977), 26-35.
Bibliography of articles and books published in 1976.

Bankston, Dorothy, et al. "1975 Bibliography of Technical Writing." The Technical Writing Teacher, 4, No. 1 (1976), 32-43.
Bibliography of articles and books published in 1975.

Other Bibliographies:

Alred, Gerald J. et al. Business and Technical Writing: An Annotated Bibliography of Books 1880-1980. London and Metuchen, New Jersey: Scarecrow Press, 1981.
Annotated list of over 800 books, including anthologies and texts.

Blackman, Carolyn M. "A Bibliography of Resources for Beginning Teachers of Technical Writing." Paper presented at the 28th annual meeting of the Conference on College Composition and Communication (Kansas City, Mo.), 1977. (ED 144 066)
A bibliography of materials, including papers delivered in 1975, 1976, and 1977. Includes bibliographies published up to 1976 and selected articles on the goals, methods and resources in technical writing.

Donovan, Robert B. "Technical Writing Texts for Secondary Schools, Two-Year Colleges, and Four-Year Colleges." Urbana, Illinois: NCTE and ERIC/RCS, 1977. (ED 150 635)
A review of texts published in the 1970's. Offers guidance to text selection by noting intended audience and positive features for each book. Does not give an overall evaluation of texts.

McNutt, Anne S. "An Annotated Bibliography for Teachers of Technical Writing." Urbana, Illinois: ERIC/RCS, 1977. (ED 210 706)
A complete bibliography for material published between 1970 and 1977. Includes articles on course design and assignments, general guidebooks, and texts.

Warren, Thomas L. "Select Bibliography: Help for Teachers of Technical Writing." Paper presented at the annual meeting of the Southeastern Conference on English in the Two-Year College (Winston-Salem, N.C.), 1982. (ED 213 019)
A comprehensive bibliography of books and articles grouped under twenty headings. Lists style manuals and texts. Not annotated.

2. Theory and Philosophy

Dobrin, David N. "What's Difficult about Teaching Technical Writing." College English, 44 (1982), 135-140.
Argues that the technical writing teacher must teach the student to write for his particular technical community, and in so doing, teach the student to write in a way that may not be understandable to the teacher.

Felker, Daniel B., ed. Document Design: A Review of the Relevant Research. Washington, D.C.: American Institutes for Research, 1980. (See Document Design Center below under "Journals and Useful Addresses.") Reviews research in psycholinguistics, cognitive psychology, instructional research, readability, and typography, relating it the design of public documents.

Miller, Carolyn R. "A Humanistic Rationale for Technical Writing." College English, 40 (1979), 610-617.
Argues that we can improve the teaching of technical writing by recognizing, as philosophers of science have recognized, that science is a rhetorical endeavor.

Mitchell, Ruth. "Shared Responsibility: Teaching Technical Writing in the University." College English, 43, (1981), 543-555.
Suggests that English teachers have the expertise to teach "how-to" and "decision-making" writing, but not "technical writing as advertised." Concludes that English instructors and subject instructors must work together.

Ross, Donald, Jr. "A Theory of the Function of Technical Writing." The Technical Writing Teacher, 9, No. 1, (1981), 3-9.
Argues that technical writing, more than any other kind of writing, serves as surrogate memory. Consequently, technical documents must be written so they can be easily scanned.

Sparrow, W. Keats. "Technical Writing: The Real Needs." Paper presented at the annual meeting of the Southeastern Conference on English in the Two-Year College (Williamsburg, Virginia), 1977. (Ed 140 330)
Suggests that technical writing differs from other types of writing in terms of subject matter, vocabulary, diction and sentence structure, and precision of meaning. Suggests that graphics should be included in any technical writing course.

3. Guides to Teaching Technical Writing

Barnum, Carol M. "The Metamorphosis of the English Teacher: From Lit. Jock to Tech. Writer." The Technical Writing Teacher, 9, No. 1 (1981),

25-28.
Discusses the weaknesses and strengths that the literature-bred teacher brings to the teaching of technical writing. Offers suggestions for the transition.

Collins, Sara H., and Frederick B. Tuttle, Jr. Technical and Scientific Writing. Washington, D.C.: National Education Association, 1979.
Offers suggestions for the teaching of technical writing in secondary schools. Includes sections on business writing, report writing, and scientific writing with specific model assignments and plans for implementing technical writing programs.

Cunningham, Donald H., and Herman A. Estrin, eds. The Teaching of Technical Writing. Urbana, Illinois: NCTE, 1975.
Contains twenty-four essays directed towards English teachers called on to teach technical writing courses. Defines the subject and discusses curriculum.

Kantrovich, Jerald M. "Developing a High School Technical Writing Course." Paper presented at the 25th annual meeting of the International Technical Communication Conference (Dallas, Texas), 1978. (ED 154 408)
Describes a one-semester course designed for students not planning to go to college. The course contains fifteen units, stressing reading, writing, and speaking, and includes a variety of assignments. Course outline included.

McGalliard, Ray A. "The Function and Content of Technical Writing in the Two-Year College." The Technical Writing Teacher, 5, No. 2 (1978), 59-63.
Discusses the writing tasks industry expects of two year college graduates, making suggestions for the teaching of technical writing.

Morrill, Paul H., and Vivienne Hertz, eds. "Notes and Papers from the First Annual Workshop on The Teaching of Technical Writing." Carbondale, Illinois: Southern Illinois University, 1977. (ED 154 429)
Includes fifteen papers that discuss techniques and materials. Topics include instruction (tutorial and personalized), style, and

specific approaches to proposal and report writing. A good range of topics of interest to the beginner.

Pearsall, Thomas E. "Teaching Technical Writing: Methods for College English Teachers." Washington D.C.: Society for Technical Communication, 1975. (Ed 128 834)
Offers suggestions for the composition teacher just beginning to teach technical writing.

Pickett, Nell Ann. "Preparing to Teach a Technical Writing Course in the Two-Year College." Paper presented at the 30th annual meeting of the Conference on College Composition and Communication (Minneapolis, Minnesota), 1979. (ED 176 318)
Offers suggestions for the beginning technical writing teacher. Discusses texts, library materials, professional organizations and journals, and cooperation with local industry. Includes addresses of publishers and organizations, specific instructions for the teacher, and forms to use with colleagues and students.

Reinbold, R. "Teach Technical Writing? How? A Re-Tooling Model for Beginning Technical Writing Teachers." Paper presented at the 21st annual meeting of the Pennsylvania Council of Teachers of English (Champion, Pennsylvania), 1977. (ED 151 824)
Presents a method for easing into the teaching of technical writing. Stresses attitude and involvement with others in the field through immersion in the literature.

Schneider, Carol. "Debriefing Academically Trained Writers." ABCA Bulletin, 44, No. 4 (1980), 4-5.
Notes that many points taught in college composition classes may not be suitable for good business writing.

Souther, James. "What's New in Technical Writing." The Technical Writing Teacher, 8, No. 1 (1980), 34-38.
Discusses adjustments new teachers of technical writing face, suggesting readings that may smooth the transition.

Sparrow, W. Keats, and Nell Ann Pickett. Technical and Business Communication in Two-Year Programs. Urbana, Illinois: NCTE, 1983.
Includes twenty-five articles addressing the teaching of basic technical writing courses. Articles are grouped under seven headings, among them Preparing to Teach for the First Time, Constructing Assignments, and Growing as a Professional. Includes a bibliography.

Stevenson, Dwight, ed. Courses, Components, and Exercises in Technical Comunication. Urbana, Illinois: NCTE, 1981.
Offers guidelines for the teaching of technical writing courses, both basic and advanced. Discusses organization of the course, use of unit plans, and design of assignments.

"Technical Communications." Energy Technology Series. Waco, Texas: Center for Occupational Research and Development, 1981. (ED 210 514)
Presents a course in technical comunication intended for use in two-year technical colleges. Divided into eight modules: Introducing Technical Communications, Conducting and Reporting Research, Writing Outlines and Abstracts, Writing Definitions, Describing Mechanisms, Describing Process, Performing Oral and Visual Presentations, and Formal Report Presentation. Includes specific skill-oriented activities with each unit.

Walter, John A. "Teaching Technical Writing: Resources and Strategies." The Technical Writing Teacher, 8, No. 1 (1930), 29-33.
Makes suggestions for professional development of technical writing teachers, discussing readings, seminars, and institutes.

4. Texts

Most technical writing texts eventually get reviewed in one of five places. The Technical Writing Teacher is the best source of reviews. College Composition and Communication also carries an occasional review. The Journal of Business Communication reviews books with a business slant, including texts. Technical Communication and the Journal of Technical Writing and Communication review a wide range of books of interest to the professional; texts, when reviewed, usually have a specific orientation

(i.e., writing in computer science). Addresses for these journals are listed below under "Journals and Useful Addresses."

Blicq, R. S. Technically-Write!: Communicating in a Technological Era. Englewood Cliffs, New Jersey: Prentice-Hall, 1981.
A college text. Asks students to role play positions with one of two engineering firms presented in the first chapter. All assignments relate to the firms and the students' role in them. Stresses real-world, on-the-job situations.

Freeman, Joanna M. Basic Technical and Business Writing. Ames, Iowa: Iowa State University Press, 1979.
College text emphasizing style and arrangement. Contains specific instruction in writing short reports, proposals, and business letters.

Houp, Kenneth W., and Thomas E. Pearsall. Reporting Technical Information. New York: MacMillan, 1980. A college text. Emphasizes audience, purpose and organization. Includes instruction in specific forms such as proposals, progress reports, feasibility reports and correspondence. Also covers oral reports and group conferences. Includes handbook.

Lannon, John M. Technical Writing. Boston: Little, Brown, 1982.
A text designed for upper division college students. Moves from discussion of audience and purpose, through rhetorical and research strategies to specific applications. Includes a handbook.

Mathes, J. C., and Dwight W. Stevenson. Designing Technical Reports: Writing for Audiences in Organizations. Indianapolis: Bobbs-Merill, 1976.
An audience-centered approach to technical report writing for engineers. Applies the rhetorical model to communication within corporate organizations. An important text written by engineers for engineers.

Pauley, Steven E. Technical Report Writing Today. Boston: Houghton Mifflin, 1979.
A college text designed for both basic and advanced courses. Proposes that students write about their own technical areas to an uninformed reader. Includes section on common technical writing errors.

Pickett, Nell Ann, and Ann A. Laster. Technical English: Writing, Reading, and Speaking. New York: Harper and Row, 1984.
Text aimed at the junior college technical student. Stresses techniques of analysis: process, description, cause-effect, comparison-contrast. Includes selected readings and handbook.

Williams, Joseph M. Style: Ten Lessons In Clarity and Grace. Glenview, Illinois: Scott, Foresman, 1981.
A sophisticated discusion of style in technical and academic writing. Builds on recent theories in linguistics to offer suggestions for making writing more readable.

5. Journals and Useful Addresses

American Business Communication (ABCA)
English Building
608 South Wright Street
Urbana, Illinois 61801

The organization for professional business communicators. Sponsors regional and national conferences and publishes The Journal of Business Communication and The ABCA Bulletin. Dues are $30.00/year.

The Association of Teachers of Technical Writing (ATTW)
c/o Nell Ann Pickett
English Department
Hinds Junior College
Raymond, Mississippi 39154

Publishes The Technical Writing Teacher, a pedagogy-oriented journal, three times a year. The ATTW sponsors technical writing sessions at the annual meetings of the Conference on College Composition and Communication and the Modern Language Association. Lists job vacancies and news of interest to teachers of technical writing. Dues are $12.00/year.

The Document Design Center
American Institutes for Research
1055 Thomas Jefferson Street, NW
Washington, D.C. 20007

A non-profit research organization which authors

reports on technical documents. Reports are entered in ERIC and can be accessed under the institution heading, American Institutes for Research. Publishes Simply Speaking, a monthly newsletter available at no cost to educators.

Journal of Technical Writing and Communication
Baywood Publishing Company, Inc.
120 Marine Street Box D
Farmingdale, New York 11735

A quarterly journal directed towards technical communicators. Publishes articles on research, theory and practice. Does not deal with pedagogy. Indexed in Engineering Index. $24.00/year.

National Council of Teachers of English
1111 Kenyon Road
Urbana, Illinois 61801

The national organization for English teachers. Publishes College English, English Journal, and Research in the Teaching of English. Membership is $30.00/year (with choice of one journal subscrip- tion). A constituent organization, the Conference on College Composition and Communication, publishes College Composition and Communication. Subscription cost is $8.00/year. Publications treat a wide range of English-related topics, including technical writing.

Society for Technical Communication (STC)
815 Fifteenth Street, NW
Washington, D.C. 20005

The organization for professional technical communicators. Publishes Technical Communication, a quarterly journal which addressses the concerns of the technical communicator--everything from the most recent military document specifications to computerized editors. STC sponsors regional, national, and international conferences. Dues are $50.00/year. Journal costs $23.00/year.

United States Department of Commerce
National Technical Information Service
5285 Port Royal Road
Springfield, Virginia 22161

Reprints the proceedings of the technical communication sessions held at the annual meetings of the Conference on College Composition and Communication. Two volumes yearly titled NASA Conference Publications. Cost is $24.00/volume.